

## Columbia-Montour AVTS New Hire Application Packet Check List

- ☐ Act 34 / PA State Police Criminal Record Check - <https://epatch.state.pa.us>  
\*[Instructions for obtaining Act 34](#)
- ☐ Act 151 / PA Child Abuse History Clearance – <https://www.compass.state.pa.us/cwis>  
\*[Instructions for obtaining Act 151](#)
- ☐ Act 114 / FBI Federal Criminal History Clearance – <https://uenroll.identogo.com>  
\*[Instructions for obtaining Act 114](#)

Enter your Service Code to get started and click “Go”

- a. If you are seeking **Paid Employment** with our school enter **Service Code 1KG6XN**
- b. If you are a **Volunteer/Chaperone** enter **Service Code 1KG6Y3**
- c. If you are enrolling as a **student in the Adult Education Nurse Aide Training Program** enter Service Code **1KG6NX**

- ☐ Act 24/Act 82 (PDE 6004 Form) Arrest/Conviction Report and Certification Form

### **All Forms to be completed and submitted to the Directors Office with the following:**

- ☐ Letter of Intent
- ☐ Appropriate Application Form (PA Standard Teaching / Coaching / Non-Instructional / Adult Ed)
- ☐ Current Resume
- ☐ Transcripts / Praxis Scores (if applicable)
- ☐ Three Letters of Reference
- ☐ Copy of Valid PA Teaching Certificate (if applicable)